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# Disbursing Notices

**1) Full Date Of Birth (MM/DD/YYYY)** is required for NavyCash enrollments (FS2887/FS2888) to ensure the program is compliant with banking regulations.

**2) Navy Cash Kiosk Receipts ([www.navycash.com](http://www.navycash.com))**

FRB has mailed a package containing Kiosk stickers with detailed placement instructions to all ships. The stickers serve as a reminder to all cardholders and ensures compliance with banking regulations as it relates to “paper receipts”. Receipts are required for all kiosk transactions *that push or pull funds between a home bank account and the Navy Cash open-loop (MasterCard debit) or closed-loop (Chip) accounts; and transfers of funds between the open-loop and closed-loop accounts.* **If you do not receive stickers, please contact your FLC representative.**

**TO OBTAIN A PAPER RECEIPT FOR KIOSK TRANSACTIONS, PLEASE VISIT THE DISBURSING OFFICE DURING NORMAL BUSINESS HOURS.**

YOU MAY ALSO REVIEW TRANSACTION HISTORY ONLINE AT: [WWW.NAVYCASH.COM](http://WWW.NAVYCASH.COM)  
PLEASE NOTE: ONLINE TRANSACTION HISTORY IS TYPICALLY AVAILABLE WITHIN 24HOURS

**3) Reminder: Cancelling US Treasury Checks**

Cancelled US Treasury checks should be mailed to FRB for resolution, not via the OTCnet US Bank MITGA procedures. Refer to DoD FMR Volume 5, paragraphs 071004-071005 for procedures regarding accounting and disposition of canceled checks. Canceled Checks. Once a check is returned for any reason after reporting the check in the monthly financial returns it cannot be voided. It must be canceled.

(1) Available - A Schedule of Canceled or Undelivered Check (SF 1098) citing the original appropriation shall be used to cancel available checks. When the accounting data cannot be immediately determined, 17F3875 (Budget Clearing Suspense Account) shall be used. Continuous efforts must be made to remove the amount from the suspense account and to put it into the proper appropriation; under no circumstances will funds remain in suspense for more than 60 days. Transfer the funds to 17R1060 (Forfeitures of Unclaimed Money and Property) via a Voucher and Schedule of Withdrawals and Credits (SF 1081) after 60 days if the correct appropriation has not been determined. Prominently stamp “Not Negotiable” on the face of the check to be canceled. Do not use black ink (use red preferably), and mark the reverse side of the check with the date of collection and the collection voucher number assigned to SF 1098. **Canceled checks will be deposited on a separate deposit ticket with the nearest FRB by the 25th of the month in which it was received.**

# NAVY CASH SAILOR OF THE MONTH

## JULY 2019



LTJG Steven T. Unpingco onboard the FDNF-Japan based Destroyer USS MILIUS (DDG 69) has been selected as Navy Cash Sailor of the month 3rd Quarter, FY19. Since reporting onboard in July 2017, LTJG Unpingco has been an exemplary Disbursing Officer, Navy Cash Accountable Officer, Assistant Supply Officer, Search and Rescue (SAR) swimmer and an invaluable member to Team MILIUS. He single-handedly continues to provide proficient, continuous operation of the Navy Cash system ensuring 100% readiness of equipment through three WESTPAC patrols in 2019. His keen efforts resulted in a flawless operation, maintaining zero aged negative balance accounts, \$800 residual monies transferred back to US Treasury, port visit payments to foreign vendors for crew morale, welfare and recreation, and transfer of \$90K to Ship's MWR account. His dedication to customer service excellence and attention to detail resulted in the score of OUTSTANDING in the most recent Field Examination Group audit. LTJG Unpingco's proactive performance and dedication to support his crew sets the example for all Disbursing Officers to emulate. He is truly deserving of his selection as Navy Cash Sailor of the month!

# NAVY CASH SAILOR OF THE MONTH

## AUGUST 2019



LTJG Katie Young of the USS SOMERSET (LPD 25) has been selected as the Navy Cash Sailor of the Month for August 2019. She has led the Disbursing Operation through a variety of events including Seattle Seafair 2018, EXPONAVAL 2018, Trident, and Iron Fist. Her preparations for these events allowed for a seamless transition of cash to Navy Cash for a variety of foreign nationals that included Chileans, Peruvians, British, and Japanese. In addition, she regularly coordinates with Camp Pendleton Disbursing to ensure adequate support is provided for embarked Marines looking to utilize Navy Cash cards. During the Navy Cash re-carding event, LTJG Young ensured that all of her personnel transitioned from JP Morgan Chase to PNC bank without any customer service disruption. Additionally, she mails the FMS Form 2887 monthly and FMS Form 2888 on an as needed basis to ensure PNC bank has the most up to date information for her ship.

Lastly, her disbursing team received an overall "Outstanding" grade of 96.56% during the last surprise Field Examination Group Audit. She believes that the Personnel Specialists who work alongside her are the reason why the Disbursing Operation is so successful. LTJG Young's continuous "can-do" attitude and superior customer service to the crew merits the recognition of the Navy Cash Sailor of the Month. Bravo Zulu!

# NAVY CASH SAILOR OF THE MONTH

## SEPTEMBER 2019



ENS David Zhu is the Disbursing/Sales and Assistant Supply Officer onboard USS ARLINGTON (LPD 24). He is responsible for a sales operation that generates over \$3K in sales daily when underway with embarked Marines. He flawlessly serves a crew of over 1,058 Sailors and Marines providing Sales, Laundry and Barber services as well as uninterrupted Navy Cash support. His leadership resulted in over \$100K being transferred to MWR during a 7 month deployment.

As DISBO, ENS Zhu scored an EXCELLENT on his most recent Field Examination Group audit, earning praises from inspectors. Additionally, he earned his Surface Warfare Supply Corps Officer pin within 13 months of arrival on the Ship. He has proven to be a respected leader within the department and on the ship whose Sailors and peers look to for guidance and mentorship. ENS Zhu is the future of the Supply Corps and is truly deserving of this recognition as the Navy Cash Sailor of the month.

# Excerpt from SOP Change Notice 16-004

**8.3.2 Replenishing Navy Cash Card Stocks** (*insert new paragraph 8.3.2 in Navy Cash SOP version 1.13 associated with Navy Cash release v1.4.6.3, and version 1.15 associated with release v1.4.7.1*)

**a. Spare Navy Cash Card Stocks.** The standard recommendations for spare Navy Cash instant issue are detailed by ship types in the two tables below. These standard recommendations are intended to reflect the differences in the various phases of a ship's operational readiness status. With these standard recommendations, a stock of spare cards should last a ship about six to eight months.

**b. Reorder Point.** The Disbursing Officer must place an order for replenishment card stock when the inventory of spare cards drops down to the reorder-point numbers indicated in italics in the two tables below, or when a ship is about to change status, e.g., from homeport/local operations to pre-deployment/ pre-surge operations. Cards will normally be shipped within one to two weeks after the order has been approved.

Instant Issue Cards	DDG/CG	LPD/LSD/AS/LCC	LHA/LHD	CVN
Pre Deployment/Pre Surge	150	200	1000	2000
Deployed	100 (50)	100 (50)	500 (200)	1000 (500)
Homeport/Local Ops	75 (25)	100 (50)	500 (200)	1000 (200)

**c. To Order Replenishment Stock.** To order replacement cards, the Disbursing Officer should send an e-mail request to the CSU at [navycashcenter@ezpaymt.com](mailto:navycashcenter@ezpaymt.com) to obtain a case number. The e-mail request should include the following information:

- How many cards are needed?
- How many cards are currently in stock?
- What is the ship's operational readiness status, e.g., Homeport, Pre-Deployment, Deployed?
- Will additional personnel, e.g., detachments, squadrons, or MEUs, be embarking prior to or during deployment? If so, how many? Coordinate with their Admin Department or Disbursing Officer to determine how many will need replacement Navy Cash cards and to see if a bulk enrollment of new enrollees has been or can be accomplished prior to reporting aboard? If ordering more than the standard recommendation, use this information to provide justification for the larger order.

**d. Card Expiration Dates and Inventory Control.** Periodically, the Disbursing Officer must check the expiration date on the back of all visitor cards and on the front of all instant issue cards in inventory to ensure they are not expired or soon to expire (see paragraph 8.2.5 above). Rotate the stock of cards, so that the older cards are always used first. Destroy any expired cards, and order replacements if necessary.

**e. When a ship expects a high volume of visitors or transient personnel, contact the CSU.** Specific requirements will be handled on a case-by-case basis so that the ship's inventory of Navy Cash cards is not depleted. Visitors should turn their visitor cards back in to disbursing before they leave the ship.

## Future Fleet Engagements

Location	Date
Norfolk	March 2020
San Diego	April 2020
Yokosuka (Tentative)	May 2020
Mayport	June 2020
Pearl Harbor	July 2020
Norfolk	August 2020

## Upcoming Refresher Training

Location	Date
Norfolk, VA	19 - 21 Nov 2019
Pearl Harbor, HI	2-6 Dec 2019
Yokosuka, JA	TBD

Please contact your NavyCash FLC representatives for scheduling assistance

## Additional Resources

Navy Cash & OTCnet tech docs are available on SAILOR 2.1

<https://sailor.navy.mil/sailor/home.cfm>

Navy Cash Treasury Website

[Navycash.gov](http://Navycash.gov)

<https://www.fiscal.treasury.gov>

NAVSUP News and Media

<https://www.navsup.navy.mil/navsup/news>

# Points of Contact

## Federal Reserve Bank Customer Service Center (CSC)

### Customer Service Center (CSC)

Cardholders: (866) 3NAVYCASH or (866) 362-8922

Website: [www.navycash.com](http://www.navycash.com)

E-mail: [navycashcenter@frb.org](mailto:navycashcenter@frb.org)

Disbursing Offices: (866) 6NAVYCASH or (866) 662-8922

Website: [www.navycashcenter.com](http://www.navycashcenter.com)

Email: [navycashcenter@frb.org](mailto:navycashcenter@frb.org)

### Others:

FAX: 1-(813)-533-5711 or 1-(866)280-5807

Enrollment Forms Shipping Address: FRB-KC  
Attention: Forms  
2201 Farnam St  
Omaha, NE 68102  
(866) 662-8922

## NAVSUPHQ Navy Cash Program Office

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